
ACCREDITATION*Introduction*

This is a draft test document to be used by members of an evaluation team during the Accreditation portion of a Veterinary Services Station Review. After test use to determine broad applicability, it may be incorporated into official station review policy.

Authority

The authority for development of this document is the Veterinary Services Management Team letter of _____.

References

- 9CFR160-162.13 (01 January 1997); 15 USC 1828; 21 USC 105, 111-114, 114a, 114a-1, 115, 116, 120, 121, 125, 134b, 134f, 612, 613; 7 CFR 2.22 2.80, 3.71.2(d)
- Veterinary Service Management Directive Letter
- Veterinary Accreditation System Reference Manual
- Veterinary Service Memorandums 572.1 and 576.1

Use

This document will be used to record inspection results and will be forwarded to the Station Review Team leader for use in preparing final recommendations.

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Inspection Results**I. Compliance with Requirements of 9 CFR 160-162.13 (Accreditation)**

- A. AVIC requires applicants accredited in other states to complete local orientation [161.1(b)]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

- B. AVIC reviews and approves content of each orientation [161.1(b)]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

- C. AVIC affords State Animal Health Official 14 day opportunity to review content of orientation.[161.1(b)]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

- D. AVIC verifies that applicant is licensed and in good standing in state where accreditation is requested. [161.1(c), 161.2(2)(ii)]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

- E. Initial accreditations made on Form 1-36A, which are reviewed by the AVIC [161.2(a)(1)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- F. State Animal Health Official allowed 14 days to review/endorse accreditation application. [161.2(a)(1)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- G. AVIC verifies applicant holds a DVM degree or equivalent. [161.2(i)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- H. AVIC verifies applicant completed approved accreditation orientation in another state, including having signed a statement giving date and place of orientation, subjects covered, and material received. [161.2(a)(2)(iii)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- I. Re-accreditation occurs 2 or more years after revocation, after 1-36A received, after 14 day state review, after verification of degree and license, and after re-accreditation orientation which addresses topic(s) which led to loss of accreditation. [161.2(b)(2)(ii)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- J. Automatic reinstatement of accreditation after suspension of less than 6 months [161.2(c)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- K. Records of accredited veterinarians reviewed to ensure competency (physical examination, breed identification, tattoo and tag id, estimate age, apply brand, certify disease status, and properly complete certificates). [161.2(d)(1-16)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- L. Records submitted by accredited veterinarians reviewed to ensure ethical standards [161.3(a-k)]
Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____
- II. Revocation and Suspension of Accreditation. [Part 162]
- A. Written or oral (with written follow-up) notification of impending suspension made in timely manner to protect against introduction of contagious, infectious or communicable disease. [162.10]
Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

B. Written notification of noncompliance sent to accredited veterinarian with copy to State Animal Health Official. [162.11]

C. Informal conference held which leads to dismissal of charge, written warning, suspension or revocation of accreditation. [162.12]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

III. Use of VAS

A. Operator Trained in VAS

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

B. VAS Manual available

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

C. Operator competently enters VAS and accesses and modifies records.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

D. Computer used to access VAS is adequate.

1. Processor type and speed
2. Connection T1 or Modem
3. System RAM adequate to insure reasonable operation speed and guard against system hang and loss of data.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

E. Written records and files properly maintained and secured.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

IV. Compliance with VSM 572.1 (08 Sep 95)

A. Area office maintains supply of VS 1-36A and "associated materials" for distribution to any veterinarian or veterinary student who requests them. [572.1, III, A]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

B. Applications processed in accordance with 9 CFR 161.2, eg, incomplete applications completed or returned; area office forwards application to state animal health official for 14 days, AVIC reviews application, if application denied a letter is sent to applicant. [572.1, III, B]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

C. Area office schedules orientations (CORE) for individuals or groups (in timely manner). [572.1, III, C]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

D. For each newly accredited veterinarian: [572.1, III, D, 1-2]

1. a copy of the accreditation certificate and 1-36A are forwarded to NAHP staff.

2. returned certificates are distributed to newly accredited veterinarians

3. pre-signed approval letter sent to applicant

4. if licensed under temporary licensure, certificate not sent until permanent license obtained.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

E. Requests for duplicate certificates contain date of original accreditation and an attachment indicating the reason for the request. [572.1, III, E]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

F. Accredited veterinarians establishing residence complete supplemental orientation and receive updated accreditation material. [572.1, III, F]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

G. AVIC or designated VS officer conducts orientations. [572.1, IV, A]

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

H. Accreditation orientation program includes: [572.1, IV, B]

1. Federal animal health laws regulations and rules

2. Interstate movement requirements

3. Import/Export requirements

4. USDA animal disease eradication and control programs

5. Laboratory support

6. Ethical and professional responsibilities

7. Animal health procedures, issues, and resources

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

- I. For each oriented veterinarian: [572.1, IV, C]
1. An orientation form is signed by the AVIC and SAHO
 2. The orienting veterinarian uses the most current accreditation material
 3. Signed copy of the orientation form is distributed to the participant, the SAHO and the USDA area office.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

V. Veterinary Service Memorandum 576.1 (08 SEP 95) Disciplinary Actions

- A. Disciplinary actions performed according to VSM 576.1.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

VI. Miscellaneous Findings

- A. Area office maintains current accreditation procedure SOP to standardize CORE orientations within the state.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

B. CORE Presentation

1. Number of Presentations _____

a. Length of Presentations _____

b. Number of Participants _____

c. Use of Audio-visual equipment _____

2. Material presented

a. Current? _____

b. Last update of curriculum occurred on _____

c. Material complete and adequate as required by 9 CFR 161 __

3. Core curriculum presenter's credential

a. Original training occurred on _____

b. Experience of presenter's: _____

c. Do presenter's need an update? _____

4. State give 14 day opportunity for comment? _____

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

C. Local Orientation

1. Number given? _____

2. Who presented material? _____

3. Material given _____

4. Date of most recent review of orientation? _____

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

D. Area office maintains records of accreditations including:

1. Filing copies of 1-36A
 2. Person responsible for VAS documentation
 3. Record of training/certification in VAS
 4. Printout of verification of state license
 5. Printout of accreditation status
- Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____

E. VAS operator demonstrates competency by:

1. Logging in to VAS
 2. Understanding first menu screen
 3. Searching VAS by name or social security number
 4. Having copies of sample letters available.
- Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____

F. VAS Records

1. Responsibility assigned?
 2. VAS records are complete and up to date?
 3. Responsibility for maintaining VAS assigned?
 4. Procedure for accreditation?
 5. Records of minor infractions
 - a. Letters of Information sent? _____
 - b. Letters of Warning sent? _____
 - c. Closure without action? _____
- Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____

G. Coordination with State Animal Health Officials:

1. Mechanism to distribute accreditation requests to SAHO for 14 days exists.
 2. Records of SAHO comments recorded
 3. SAHO overridden if no response in 14 days.
 4. SAHO informed of accreditations granted.
- Compliant _____ Marginal _____ Non-compliant _____
Specific Finding: _____

H. Adjudication of alleged violations of 9 CFR 160-162.

1. Preparation and reporting of alleged cases.
 - a. Responsibility
 - b. Procedure
 - c. Number of cases per year.

2. Informal conferences

a. Procedure

b. Participants

c. Methods of adjudication

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

I. Communication with accredited veterinarians.

1. Types

a. Annual newsletter published? _____

b. Periodic fact sheets published? _____

c. Information letters and updates sent? _____

d. Presentations at local veterinary meetings? _____

e. Presentations at state veterinary meetings? _____

f. Presence of VMO to accredited veterinarian liaison? _____

2. Visitation with accredited vets

a. Perception of Federal involvement and execution of accreditation programs.

b. Support and assistance from Federal Office.

c. Timeliness of support.

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

VII. State Responsibility and Regulations Concerning Accreditation

A. State regulations**B. State and Federal coordination and cooperation****C. Practice Acts**

Compliant _____ Marginal _____ Non-compliant _____

Specific Finding: _____

VMS Team Member_____
Date